

LIAISON MEMORANDUM

NUMBER 08-05

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

Re: SOLARIS Internet Explorer Self-Service

Date: February 13, 2008

The State of Louisiana Retirement Information System (SOLARIS) is the upgrade to the LASERS pension administration computer system. Beginning in March, LASERS will be rolling out the first Internet self-service functions for employers. The initial rollout will include online enrollment and maintenance of member information.

You are receiving this e-mail to inform you of the following:

- LASERS records show you are the current LASERS Human Resources and/or Payroll contact for your agency.
- The planned release date of the Employer Self-Service link on the LASERS website is scheduled for the afternoon of Monday, March 10, 2008.
- Information and [registration for training](#) classes is on the LASERS website for the function and use of the Employer Self-Service under Agency Info/SOLARIS-Employer Self-Service - Enrollment Training Class Registration.

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- If you have received this message and you are the current LASERS Agency Liaison Contact, you will be issued a USERID and Password to access the new Employer Self-Service functions listed above. The ID/Password login information will follow in approximately 30 days under separate cover.
- USERID and Passwords are being distributed on a limited basis at this time to allow use and feedback from a core group of users.
- Additional IDs and Passwords may be issued upon written request. All requests for ID and/or Password assistance must be made by the LASERS Agency Liaison Contact or the Appointing Authority for your agency through the ASK LASERS e-mail. LASERS will acknowledge receipt of your request within one business day. All confidential information will be sent to you via the United States Postal Service.
- If you have received this e-mail in error, please forward to the appropriate individual as soon as possible so they can update your agency's information immediately by using Form [FIS25 Agency Liaison and Payroll Contact Information](#). This form should be completed and returned to LASERS within 10 days from the date of this announcement.

Starting March 10, 2008, you will be able to enroll members online. The new enrollment process will be demonstrated to Human Resources and Payroll personnel through LASERS Employer Self-Service Enrollment Training. This training is open to all agencies as explained in [LASERS Liaison Memo 08-03](#).

If you have additional questions, please contact LASERS Project Coordinator for Enrollment Shelby Mancha at 225-925-7647.